

Contract Data Requirements List
Reports Described in this Attachment J.1 (a) 2

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1. LINE ITEM NO. 1	2. DRL TITLE Initial Financial Management Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: Contracting Officer's Technical Representative (COTR) Code TSA, M/S 230-2 (1 cy) CO Code JAC, M/S: 241-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)		8. REMARKS Submission 10 working days after effective date of contract. An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main and as set forth below. Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the base period.		

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1. LINE ITEM NO. 2	2. DRL TITLE Monthly Financial Management Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: Contracting Officer's Technical Representative (COTR) Code TSA, M/S 230-2 (1 cy) CO Code JAC, M/S: 241-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)			8. REMARKS The Contractor shall deliver the NF 533M report no later than the 10th working day after end of accounting month being reported. And in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main and as set forth below. Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the reporting period, the cumulative periods, the Government Fiscal Year cumulative, and the estimated costs to completion and at the contract level and division, branch, project, or category (e.g. maintenance, operations, facility) level. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances exceeding 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained.	

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1. LINE ITEM NO. 3	2. DRL TITLE Quarterly Financial Management Report	3. FREQUENCY Quarterly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submission to: COTR; Code TSA, M/S 230-2 (1 cy) CO; Code JAC, M/S: 241-1 (1 cy) Financial Management Division, Code CF, M/S 203-18 (1 cy) Resources Management Office (RMO), Code CR, M/S 237-9 (1 cy)		8. REMARKS The Contractor shall submit the NF 533Q not later than the 15th day of the month preceding the quarter (based on the Government Fiscal Year) being projected in accordance with the instructions on the reverse side of the forms and the NASA Policy Guidance (NPG) 9501.2, <i>NASA Contractor Financial Management Reporting</i> , at URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_9501_002D_&page_name=main and as set forth below. Reporting categories shall be elements of cost including direct labor hours (excluding subcontract); direct labor hours (major subcontractors); direct labor costs (separated by prime and major subcontractor); overhead; other direct costs (ODCs), G&A; total costs; incentive fee and award fee; total cost plus fee. Overtime is to be reported separately for each of the above categories. ODCs include travel, material purchases, and subcontracts (other than major subcontractors). All of the above data is to be submitted for the reporting period, the cumulative periods, the Government Fiscal Year cumulative, and the estimated costs to completion and at the contract level and division, branch, project, or category (e.g. maintenance, operations, facility) level. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances exceeding 5 percent between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained.		

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1. LINE ITEM NO. 4	2. DRL TITLE Monthly Technical Progress Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Electronic submittal to: COTR; Code TSA, M/S 230-2 (1 cy) CO; Code JAC, M/S: 241-1 (1 cy) New Technology Representative, Code DK, M/S 202A-3 (1 cy)		8. REMARKS The Contractor shall submit separate monthly status reports of all work accomplished during each month of contract performance. Reports shall be in narrative form and brief and informal in content. Monthly reports shall include: a brief status of progress; issues, problems that may impede performance, and recommended action items for both the Government and the Contractor; staffing data and productivity metrics.		

1. LINE ITEM NO. 5	2. DRL TITLE Contractor Monthly Accident Report	3. FREQUENCY Monthly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION Submittal shall be made in accordance with the requirements found at: http://cmr.arc.nasa.gov/		8. REMARKS The Contractor electronically shall submit the Monthly Accident Report data to the Contractor Monthly Accident Report web-based system within 10 working days after each full month of completed service. A negative report is required.		

1. LINE ITEM NO. 6	2. DRL TITLE Mishap Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR; Code TSA, M/S 230-2 (1 cy electronic) CO; Code JAC, M/S 241-1 (1 cy) Office of Occupational Safety, Health, and Environmental Services, Code QH, M/S 218-1 (original filed at http://nasa.ex3host.com/IRIS)		8. REMARKS The Contractor shall file a mishap report using the Incident Reporting Information System (IRIS) http://nasa.ex3host.com/IRIS within 24 hours after the incident for initial notification of any accidental injury or illness to a NASA civil servant, contractor or visitor and NASA related accidental human injury, illness, property damage or close call.		

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1. LINE ITEM NO. 7	2. DRL TITLE New Technology Reports	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required 7. DISTRIBUTION New Technology Representative, Code DK, M/S 202A-3 (original) CO, Code JAC, M/S: 241-1 (1 cy) Patent Representative, Code DL, M/S 202A-4 (1cy)			
	8. REMARKS The Contractor shall a New Technology Report for reportable items annually from contract award date and 3 months after contract completion, in accordance with NFS 1852.227-70, <i>New Technology</i> . A negative report is required even if there is no New Technology to report.			
1. LINE ITEM NO. 8	2. DRL TITLE Centrally Reportable Equipment (DOD Industrial Plant Equipment Requisition System (DD 1419))	3. FREQUENCY As Needed	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required 7. DISTRIBUTION Through COTR, code TSA, M/S 230-2 Through CO, Code JAC, M/S 241-1; to Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy)			
	8. REMARKS The Contractor shall submit a DD Form 1419, <i>DOD Industrial Plan Equipment Requisition</i> , for property screening 30 days prior to purchase of property. The DD Form 1419 will be prepared, for each item of centrally reportable equipment to be acquired over \$1,000, in accordance with NFS 1845.502-70 and the preparation instructions in NFS 1845.7102.			

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1. LINE ITEM NO. 9	2. DRL TITLE Property Management Report	3. FREQUENCY Quarterly	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION COTR; Code TSA; M/S: 230-2 (1 cy) CO, Code JAC, M/S: 241-1 (1 cy) Equipment Management Specialist, Code JFS, M/S 255-2 (original)			8. REMARKS The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, DOD Requisition and Invoice/Shipping Document, to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the Contracting Officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".	

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1. LINE ITEM NO. 10.	2. DRL TITLE IT Security Training Progress Report	3. FREQUENCY Monthly updates	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Reports may be sent electronically to: COTR; Code TSA; M/S: 230-2 (1 cy) CO, Code JAC, M/S: 241-1 (1 cy)		8. REMARKS Information Technology (IT) security training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information. This applies to both supervisory and non-supervisory personnel and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov/ Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.	

1. LINE ITEM NO. 11.	2. DRL TITLE Non-Disclosure Agreements	3. FREQUENCY Once	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Code TSA, M/S 230-2 (1 cy electronic) Task Requestor listed on Task Order		8. REMARKS All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.	

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1. LINE ITEM NO. 12.	2. DRL TITLE Subcontract Consent Package	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy)		8. REMARKS The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

1. LINE ITEM NO. 13.	2. DRL TITLE Phase-Out Plan	3. FREQUENCY Once	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code TSA, M/S 230-2 (1 cy)		8. REMARKS The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract.	

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1. LINE ITEM NO. 14.	2. DRL TITLE Safety and Health Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code TSA, M/S 230-2 (1 cy electronic)		8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health.	

1. LINE ITEM NO. 15.	2. DRL TITLE IT Security Plan	3. FREQUENCY Once	4. SUBMISSION DATE See Remarks	5. COPIES Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code TSA, M/S 230-2 (1 cy electronic)		8. REMARKS The Contractor shall prepare and submit an IT Security Plan for Government approval in accordance with NFS clause 1852.204-76 within 30 days after contract award.	

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1. LINE ITEM NO. 16.	2. DRL TITLE NASA Position Designation Record, NASA Form (NF) 1722	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required 7. DISTRIBUTION Reports may be sent electronically to: COTR; Code TSA, M/S 230-2 (1 cy) CO, Code JAC, M/S: 241-1 (1 cy) Protective Services Office, Code JP (1 cy)				
8. REMARKS In accordance with NPR 1600.1, NASA Security Program Procedural Requirement, the Contractor shall complete a NF 1722 for each employee and new hire. The NF 1722 shall completed within 10 working days from date of hiring.				

1. LINE ITEM NO. 17.	2. DRL TITLE Organizational Conflicts of Interest Avoidance Plan	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required 7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code TSA, M/S 230-2 (1 cy electronic)				
8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H.2, Organizational Conflicts of Interest, and Limitation of Future Contracting and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive. The plan is required upon submission of proposal.				

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1. LINE ITEM NO. 18.	2. DRL TITLE Quarterly Report of Purchases	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) COTR; Code TSA, M/S 230-2 (1 cy electronic) Supply and Equipment Management Officer (SEMO), M/S 255-2 (1 cy electronic)		8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-71, INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (SEP 2007)(ALT 1)(DEVIATION)(SEP 2007). The Contractor shall submit the Quarterly Report of Purchases no later than 5 working days after the end of each quarter.	